



Mississippi Department of Employment Security

Tate Reeves
Governor

Robin Stewart
Interim Executive Director

Amendment #1 **Consolidated Questions and Answers** **Internal Auditing and Monitoring Services** **RFP 2022-03**

Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning Attachment F. The acknowledgement must be received by MDES by the time and at the place specified for receipt of proposals.

The Mississippi Department of Employment Security (MDES) appreciates the interest you have shown in the Request for Proposals for Internal Auditing and Monitoring Services (RFP 2022-03). In response to the questions received by interested vendors concerning RFP 2022-03, MDES submits the following consolidated questions and answers.

1. Can MDES please clarify which section of the proposal our pricing information should go in?
 - A. There is no specific section requirement. The vendor needs to ensure it includes its price in their proposal and conforms its price to the proposal requirements.
2. Is there an incumbent accounting firm for this contract? If yes, is the incumbent firm allowed to bid on this contract?
 - A. There is no incumbent for Internal Auditing Services; however, there is an incumbent for Monitoring Services. All vendors are allowed to bid on MDES contracts.
3. Given the nature of the work and the paperless working environment, is any of the work able to be performed remotely?
 - A. MDES prefers that most work be done onsite; however, some remote work will be permitted.

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4. The RFP requests one hourly rate (Section 1.7) and states that points will be awarded based on lowest price (Section 4.1). This encourages respondents to submit artificially low hourly rates and to spend longer amounts of time performing tasks later to result in equal or higher total cost to MDES. Although MDES reserves the right to omit pricing from calculations that it believes are clearly below market value, this could still occur and result in award to a respondent that otherwise would not receive the award To allow MDES to compare price proposals on a total cost basis, will MDES provide respondents with an expected level of effort (hours) and/or a not-to-exceed amount to be incorporated into price proposals?
 - A. MDES is not able to provide a specific number of hours for this contract.
5. Are there any Minority and Women-Owned utilization requirements for this contract?
 - A. No, although MDES encourages minority and women-owned companies to submit proposals.
6. Will the prime contractor receive the allotted points if it subcontracts with a State of Mississippi-certified Minority and/or Women Owned and Operated Business Enterprise?
 - A. MDES will adjust the scoring matrix for the Management Factors section as follows:

Management factors – 35 points

(a) Project management: 10 points

- a. How well does the proposed scheduling timeline meet the needs of the soliciting agency? **5 points**
- b. Is there a project management plan? **5 points**

(b) History and experience in performing the work: 15 points

- a. Does the offeror document a record of reliability of timely delivery and on-time and on-budget implementation? **5 points**
- b. Does the offeror demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance? **5 points**
- c. Does the offeror document industry or program experience? **5 points**

(c) Availability of personnel, facilities, equipment and other resources: 5 points

- a. To what extent does the offeror rely on in-house resources vs. contracted resources? **2.5 points**

- b. Availability of in-house and contract resources documented? **2.5 points**
 - (d) Qualification and experience of personnel: **5 points**
 - a. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors? **5 points**
- 7. What type of monitoring is included in the scope of services? Is it monitoring of internal controls, monitoring of findings and remediation plans, compliance monitoring and/or something else?
 - A. All types mentioned in this question are included.
- 8. Will the internal audits be fixed fee or hourly rate projects?
 - A. Hourly Rate
- 9. Will the work in this RFP be remote or is travel expected?
 - A. MDES prefers that most work be done onsite; however, some remote work will be permitted.
- 10. When is work expected to commence?
 - A. January 1, 2023